

2.04.190 Rule 19--Duties of the chair. The chair shall preserve order and shall decide questions of order, subject to an appeal to the board, and shall vote on all questions taken by ayes and noes except for appeals from the chair's own decision. (Ord.141-97 Sec.14, 1998; Res. (part) dated April 16, 1969).

2.04.200 Rule 20--Appointment of standing committees. The chair with the 1<sup>st</sup> vice-chair and 2<sup>nd</sup> vice-chair shall make appointments to all standing committees of the board. (Ord. 146-14, Sec. 1, 2002).

2.04.210 Rule 21--Correspondence. Correspondence sent by department heads and elected officials costing more than \$500 must be approved by the finance and budget committee if not budgeted. (Ord. 152-25, Sec. 1, 2008)

2.04.220 Rule 22--Permission to address the board. Any person not a member of the board desirous of addressing the board on any subject matter shall first obtain leave by request of some member. In case of objection, such person must have the majority consent of the board members present. (Res. (part) dated April 16, 1969).

2.04.230 Rule 23--Reconsideration of the vote. It shall be in order for any member voting with the prevailing side to move for reconsideration of the vote on any question on the same or next succeeding day of the board session. (Res. (part) dated April 16, 1969).

2.04.240 Rule 24--Termination of debate.

A. Any person desirous of terminating the debate may call the previous question which, when seconded by 6 members other than the mover, shall be submitted by the chair in this form: "Shall debate be closed?"

B. If 2/3rds of the board present shall vote in the affirmative, the next vote shall be upon the amendments and then upon the main question. A call for the previous question shall end all debate. (Ord. 161-6, Sec. 12, 2017; Ord.141-97 Sec.15, 1998; Res. (part) dated April 16, 1969).

2.04.280 Rule 28--Resolutions, ordinances and amendments.

A. Every resolution or ordinance presented to the board shall be typewritten, shall have a title expressing the essence of the resolution or ordinance, and shall be approved as to form by the corporation counsel. Resolutions which direct that an action be taken shall specify by title the official or officials so directed or authorized.

B. Except for amendments arising during the course of debate or consisting of editorial changes, each amendment to a proposed ordinance or resolution shall be typewritten prior to the meeting, approved as to form by corporation counsel and provided to each member prior to introduction from the floor.

C. Resolutions and ordinances may only be introduced by a member only after consideration by a committee unless immediate action is required or a committee under 2.04.120 or 2.04.150. Amendments to proposed legislation may be introduced by a member or a committee under 2.04.160. Prior to introduction or placement on the calendar, all such proposed enactments shall be subscribed as follows:

1. Legislation or amendments introduced by member(s) shall be signed by the member(s).

2. Legislation introduced by or any amendment or report from a committee shall be signed by a majority of its members, or shall include the written certification of the committee chair or vice-chair that the legislation, report or amendment correctly states the action of the committee. The date of the committee meeting and the committee vote tally shall be noted in the certificate.

3. All signatures shall be personally endorsed. No typewritten signatures shall be permitted, except when legislation is retyped and conformed to the original document, which shall be kept on file. (Ord. 161-6, Sec. 13 & 14, 2017; Ord. 159-43, Sec. 9, 2016; Ord.141-97 Sec.16, 1998; Ord. 126-73 Sec.3, 1983).

2.04.281 Rule 28.1--Fact sheets--fiscal notes.

A. Every resolution, ordinance or substitute amendment shall be accompanied by a fact sheet which shall incorporate a reliable estimate of the fiscal effect or absence thereof including an estimate of the anticipated changes in current county fiscal year liability and projected fiscal liability in future years. Estimates shall be prepared by the department administering the appropriation or collecting the revenue, under the direction of the finance director.

B. If a resolution, ordinance or substitute amendment is not accompanied by a fact sheet meeting the requirements of this section, it shall not be included in the county board agenda or in the case of a substitute amendment offered from the board floor will not be considered.

C. Every resolution, ordinance or substitute amendment having a fiscal effect exceeding the amount of funds budgeted for that purpose shall be referred to the finance and budget committee. (Ord.139-50, 1995).

2.04.290 Rule 29--Suspension of rules. No rule of the board shall be suspended or amended except by a 2/3 vote of all the members present. (Res. (part) dated April 16, 1969).

2.04.300 Rule 30--Robert's Rules of Order applicable. In all matters not especially provided for, the rules of parliamentary procedure in "Robert's Rules of Order Newly Revised" and all subsequent editions thereof shall govern the board so far as the same may be applicable. (Ord.141-97 Sec.17, 1998; Ord. 79-80/100 Sec.1, 1979; Res. (part) dated April 16, 1969).

2.04.310 Rule 31--Committee meetings.

A. It shall be the duty of the chair of each committee to give at least 2 days call notice to each member of such standing committee when they meet between sessions of the board.

B. No standing committee meeting shall be held without the majority of the members in physical attendance, except in case of extreme emergency as approved by the committee chair. Other committees, commissions, boards and councils may meet via telephone conference phone using a speaker phone or videoconferencing at the discretion of the chair, but only if all available county board members are in physical attendance at the meeting site. Notwithstanding the above, if the chair of the county board authorizes meetings to be held remotely under section 2.04.010 B the chair of the committee may convene the meeting remotely by electronic means that include attendance of all members by videoconference or teleconference.

C. Whenever a committee meets in closed session pursuant to Wis. Stat. § 19.85, the clerk shall record all motions made, who initiated and seconded the motions, and how each member voted on all votes taken by such committee in separate closed meeting minutes in the same manner as the regular minutes. Before being sealed, the closed session minutes shall be reviewed for accuracy and initialed by the committee chair.

1. The closed session minutes shall be kept secure in the county clerk's vault, and no persons except members of the county board, the corporation counsel, the county clerk and the county administrator shall have access thereto. No copies or notes may be made from said minutes except upon the signed order of the chair of the board.

2. Prior to the end of each session year, the corporation counsel shall examine the closed session minutes and determine what portions, if any, should be made public. The corporation counsel shall inform the county clerk. (Ord. 164-18, Sec. 2, 2020; Ord. 159-43, Sec. 10, 2016; Ord.141-97 Sec.18, 1998; Ord.141-92 Sec.6, 1998; Ord.141-82 Sec.1, 1997; Ord.139-87; Ord. 139-62, 1995; Ord. 136-10, 1992; Ord. 132-17 Sec.1, 1988, Ord. 127-61 Sec.1, 1983; Res. (part) dated April 16, 1969).

2.04.320 Rule 32--Reports to the county board.

A. Reference of communications and reports: All communications to the board, written reports of county officers, requests of department heads and employees, and communications from the county administrator shall be referred by the chair to the appropriate standing committee for a report except when such report or communication is informational only.

B.. Each department head will annually prepare and submit to the county administrator a report in a form, length and at a time prescribed by the county administrator. Department heads will orally report to the county board as determined by the county administrator.

C. The county administrator shall present his or her annual message and report to the county board at its meeting on the 3rd Tuesday of April annually and shall file the original copy thereof with the county clerk. In addition the county administrator shall report orally to the county board monthly.

D. Members appointed to represent the board on the governing bodies of independent agencies shall submit to the county administrator written reports, except where department heads already submit annual reports, of such agency activities or issues as may be of interest to the board by the calendar deadline in 2.04.110 A. annually at the second meeting in March. Copies of such reports shall be sent with the calendar to each board member. Discussion of and directives by the board for action by the appropriate committee on any matters so reported shall be in order.

E. Persons representing agencies funded, created by or functioning in a contractual relationship to the board may present reports to the board as authorized by the board chair.

F. Reports and questions under this rule shall be limited to 15 minutes per report; provided, that the board may extend or limit the time.

G. Reports other than those authorized herein shall not be scheduled on the calendar or presented in the absence of prior approval having been given by the chair of the county board or under suspension of the rules.

H. The auditor retained by the county will annually present the prior year audit results to the county board for review and acceptance. (Ord. 161-6, Sec. 15 and 16, 2017; Ord. 159-52, Sec. 1, 2016; Ord 155-37, Sec. 2, 2012; Ord. 154-2, Sec. 5, 2010; Ord. 153-29, Sec. 1, 2010; Ord. 150-012, Sec. 1, 2006; Ord. 144-81, Sec. 1, 2001; Ord.141-97 Sec. 19, 1998; Ord.141-92 Sec.7, 1998; Ord.141-41; Ord.141-35, 1997; Ord.140-24, 1996; Ord. 128-12 Sec.1, 1984; Ord. 127-25 Sec.1, 1983; Ord. 81-82/399 Secs.1--3, 1982; Ord. 81-82/44 Secs.1--6, 1981; Ord. 79-80/6 Sec.1, 1979;).

(Ord. 161-6, Sec. 17, 2017 (Repealed 2.04.330)Ord. 159-43, Sec. 11; 2016; Ord. 139-14, 1995).